

	A	B	C	D
1				
2	PERSONAL			
3				
4				
5		MINUTES		
6				
7				
8				
9			SUPERVISOR	
10				
11				

Personal Minutes Supervisor Version 1.0

from Burr Oak Software

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Introduction

Personal Minutes Supervisor is an application that allows you to keep track of time you spend on projects almost without you thinking about it.

Features:

- easy “tap to start”/”tap to stop” functionality
- edit project data, and view summaries either on a per-month or per-project basis
- export data in a “timesheet” type format to a Macintosh or Windows desktop machine, for easy inclusion in a spreadsheet, or for printing.

PMS is supplied as a 30-day expiring demo. You can register your version for \$25 US either by sending a cheque or money order to:

Burr Oak Software
P.O. Box 1700
Oxford Station, Ontario
CANADA K0G 1T0

...or by using Flash Sheridan's Register program and registering through the Kagi Shareware Clearing house. Once you register, you will be given a registration code which will unlock your version of PMS.

Starting Out

When Personal Minutes Supervisor is started, the main screen appears:



Buttons, from left to right, are the "Start", "Reports", "Minimize" and "Info" buttons.

The Start Button

The start button (the button with the icon of the running man), when tapped, presents a picker list of projects that can be started, along with an entry at the top, "Edit Projects".

To start a project, tap a project from the picker list. The start button will change to the stop button. To add, change or delete projects, select Edit Projects.

The Stop Button

The stop button (the button with the icon of the hand) stops the currently running project. Tapping the stop button presents a picker list - this time, however, the choices are either "Edit Projects" or the name of the currently running project. Tapping the name of the project stops that project and changes the stop button back to the start button. Selecting "Edit Projects" allows you to add, change or delete projects.

Editing Projects

Selecting "Edit projects" from either the start or stop buttons' menu allows you to add, change or delete the projects that you are using PMS to keep track of. When you select "Edit Projects", the following screen appears:



Add

Use this to add projects to PMS

Change

Use this to change the names of projects in PMS. When you change the name of a project, all project data remains with the newly named project.

Delete

Use this to delete a project from PMS. When you delete a project, all data for that project is deleted from PMS.

The Report Button

Tapping the report button presents a picker list of four choices: "Edit Times", "Month Summary", "Project Summary" and "Export". Tapping one of the choices will select it:



Edit Times

Editing Times allows you to edit individual project entries. A project entry consists of the project name, the time it was started and the time it ended. You can add project entries, change project entries and delete project entries.

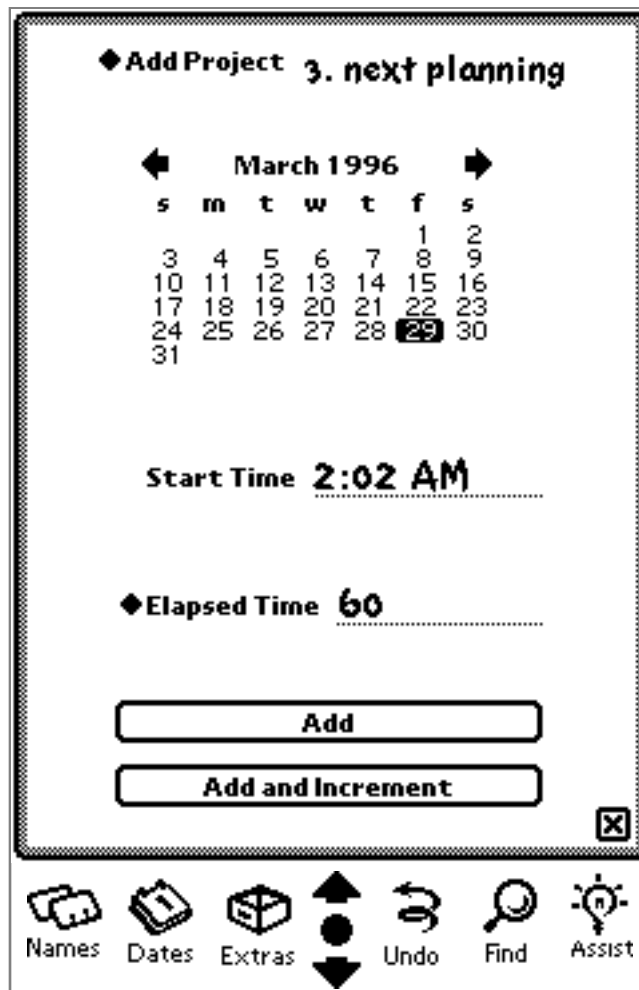
When Edit Times is tapped, this screen appears:



Tapping on one of the buttons will begin the appropriate editing action:

Add

Tapping Add brings up the following screen:



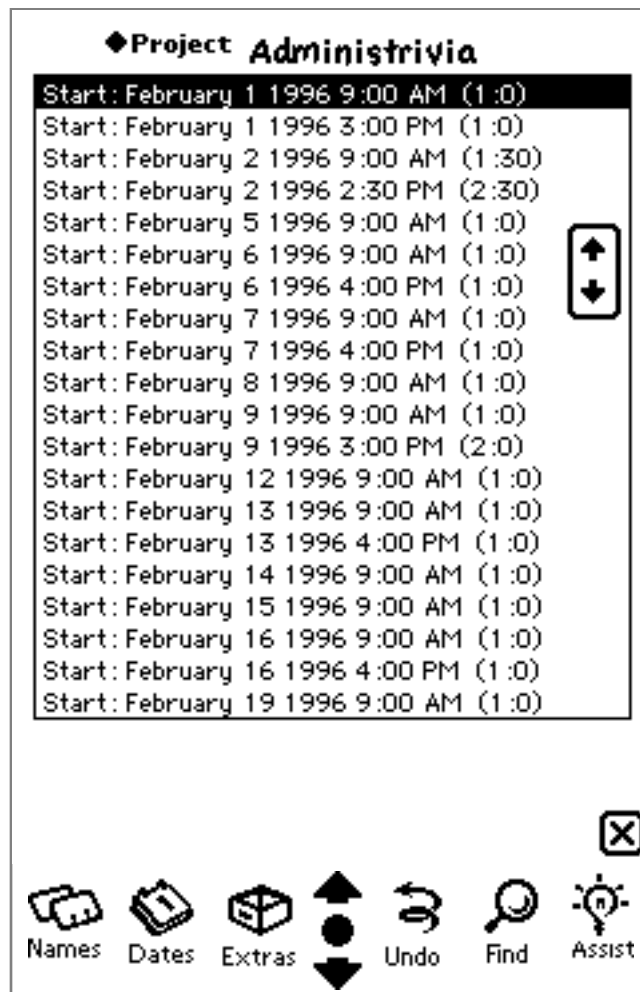
Use the project picker to select the proper project, the calendar to select the proper day, enter a valid start time (specifying AM or PM) and either select an elapsed time from the picker list or write one in. Tapping "Add" simply adds the entry as you have specified it. Tapping "Add and Increment" adds the entry and prepares for a new entry by adding the elapsed time to the start time.

You may also select multiple days in the calendar in order to add a project entry at the same time, for the same elapsed time on a number of days.

You can exit the add screen without adding any project entries by tapping the close box.

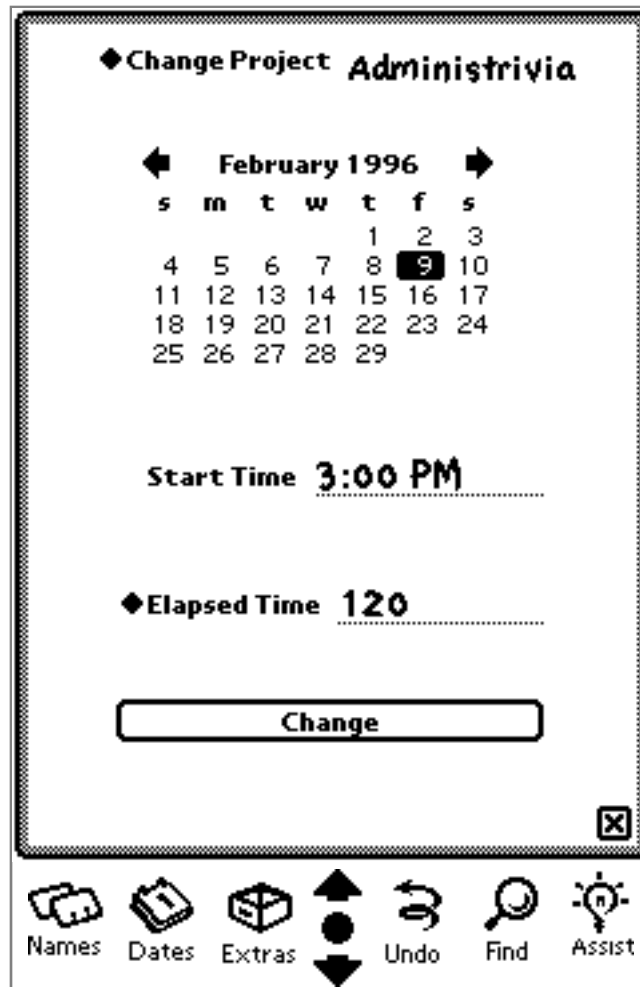
Change

Tapping Change brings up the following screen:



You can select the project whose entries you want to change using the project picker at the top of the screen. Each entry's start time, and duration in hours and minutes is shown. You can use the scroll arrows displayed in the project list window to scroll either forwards or backwards in the list. The scroll arrows cause the list to scroll in increments of 5 projects.

Selecting one of the entries in the list brings up the change screen:



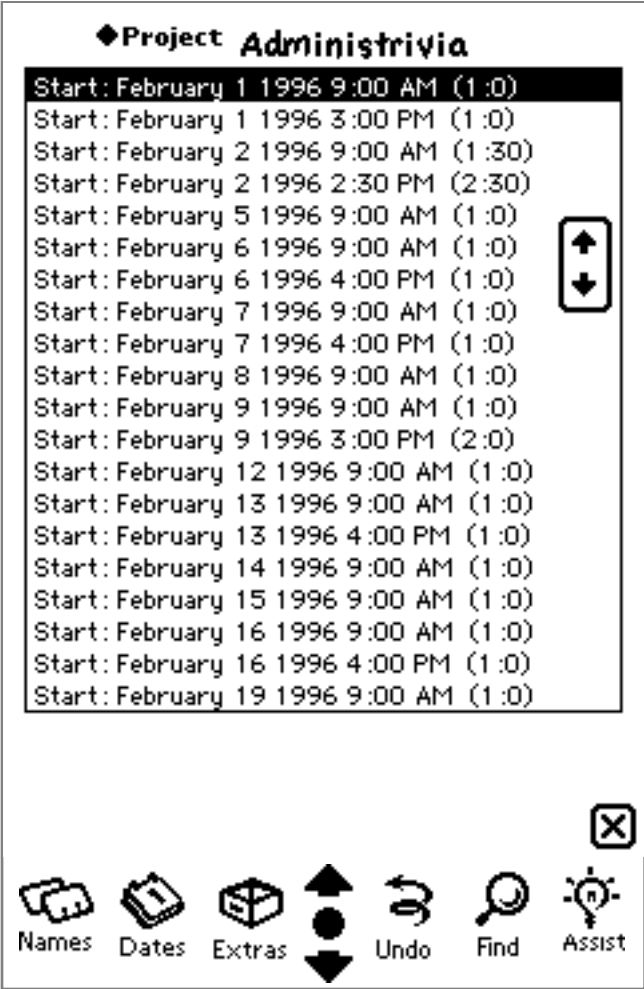
To change the project entry, use the project picker to select the proper project (if you want to change the project that this entry is for), use the calendar to select the proper day, enter a valid start time (specifying AM or PM) and either select an elapsed time from the picker list or write one in. Tapping "Change" will cause the entry to be changed. You can exit without making changes by tapping the close box.

Delete

Tapping Delete displays another picker, allowing you to delete either a full months worth of project data, or to delete from a list of entries. If you tap delete by month, you'll

see a new view from which you can select the month to delete. Deleting by month will remove all project entries for the month you select.

If you select delete from list, you'll see the following screen:

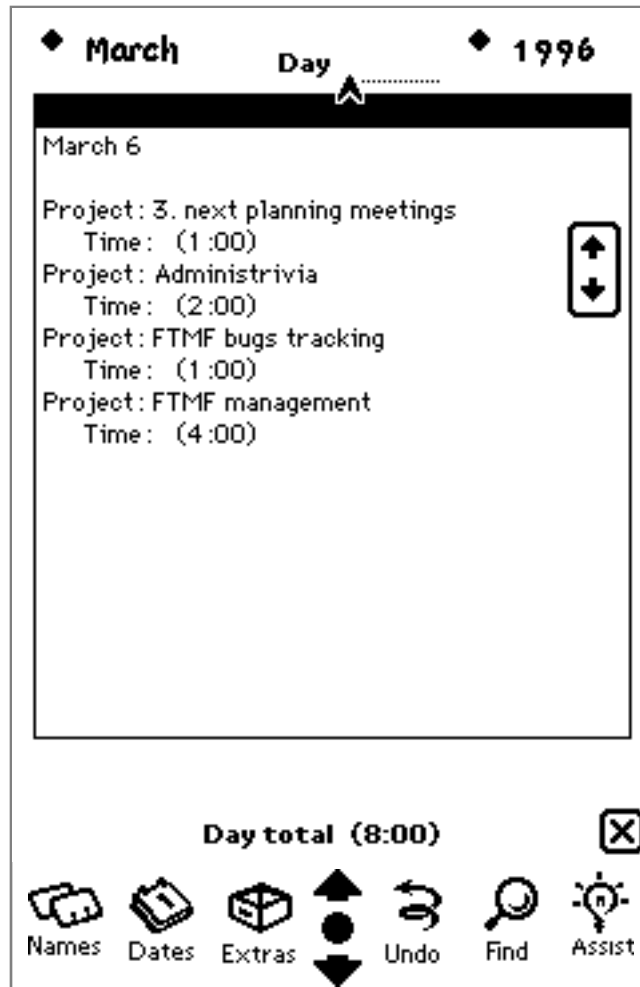


You can select the project whose entries you want to delete using the project picker at the top of the screen. Each entry's start time, and duration in hours and minutes is shown. You can use the scroll arrows displayed in the project list window to scroll either forwards or backwards in the list. The scroll arrows cause the list to scroll in increments of 5 projects.

Tapping an entry in the list will cause the entry to be deleted, after a confirmation dialog.

Month Summary

Selecting month summary displays a summary of projects on a per-day basis for a particular month. The current month, by default is displayed when Month Summary is selected.



You can select the appropriate month and year using the pickers at the top of the screen. By default the current month and year are displayed when you first enter the month summary. The first day in the month that contains project entries is displayed.

You can move from day to day within the month using one of two methods:

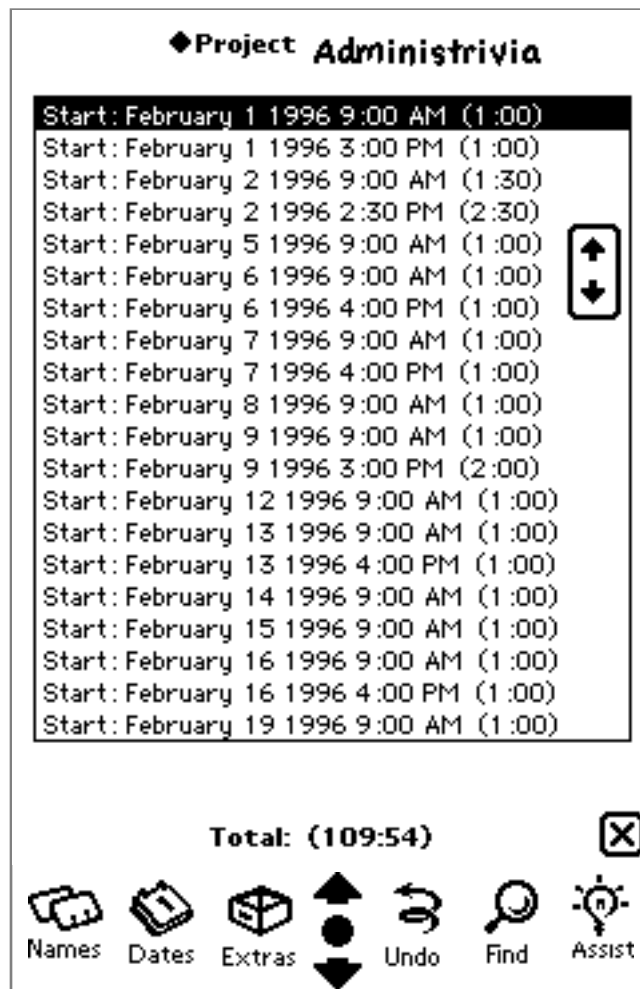
1. The “silk-screened” arrows at the bottom of the Newton screen will move you backwards and forwards within the month. When navigating using the arrow buttons, you will be taken to the first entry in the direction you are moving that contains project entries.

2. Writing in a specific day at the top of the screen.

When navigating by writing a day, you will be taken to the first entry between the day that you entered and the end of the month that contains project entries. For example, if you write in 29 at the top of the screen for the 29th day of the month, and there is no project data for the 29th, PMS will look for the next day within that month after the 29th that contains data. So, if there was data on the 31st day of the month, that day would be displayed. If there was no data for any days from the 29th of the month onwards, a notification box would be displayed to tell you so.

Project Summary

Selecting project summary displays a summary of projects on a per-project basis. The first project in the list is displayed by default when Project Summary is selected.



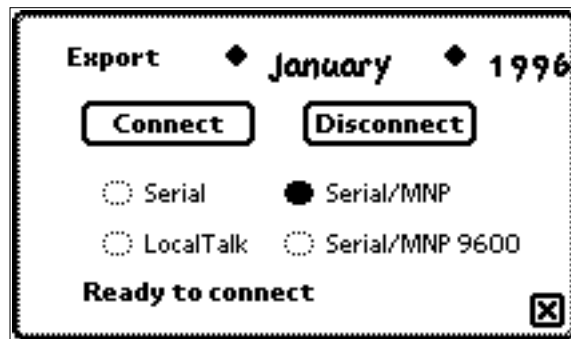
You can select the project you want a summary for using the project picker at the top of the screen. Each entry's start time, and duration in hours and minutes is shown. You can use the scroll arrows displayed in the project list window to scroll either forwards or backwards in the list. The scroll arrows cause the list to scroll in increments of 5

projects. A total of all time spent on that project (again, in hours and minutes) is displayed at the end of the list.

Export

Exporting takes place between PMS on your Newton, and the PMS client on either your Mac or Windows desktop system. Before beginning the export process, you should have already started the PMS client on your desktop system.

On the Newton, selecting Export displays a new screen which allows a connection to be made to the PMS/Desktop client.



To export, select the month/year that you want to export, the type of connection (Serial or AppleTalk for Macintosh, Serial with MNP for Windows) and tap Connect.

On the PMS client, select Import from the File menu and select the communications port to which your Newton is connected. A status dialog box will appear, containing (at first) the message "Waiting for Newton". When a connection is made, progress will be displayed as each project entry is imported. When the import operation is complete, you will be asked to save the file. Once you have saved the file, you are ready to import it into your favorite spreadsheet or word processor (or whatever you want to use to manipulate or print the data).

The Minimize Button

Tapping the minimize button "minimizes" PMS, and places the minimized icon at the top centre of the screen. The minimized button may be dragged around the screen in order not to interfere with other applications.

Note: When minimized, PMS continues to occupy Newton heap - if you are running out of memory in other applications when PMS is minimized, you should exit PMS.

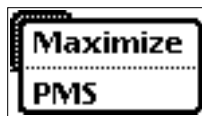
When a project has not been started, the minimized PMS consists only of the start button like this:



When a project has been started, the minimized PMS consists of only the stop button, like this:



When minimized, the start and stop buttons behave in the same manner as when PMS is full size, except that “Edit Project s” becomes “Maximize”:



Selecting Maximize returns PMS to its normal full size view.

The Info Button

Tapping the Info button brings up the PMS Info page. From here, you can check the version of PMS that you are using, enter your registration code, or invoke the Register program (if you haven’t already registered).

Notes on Exporting Data

Data is exported to a desktop “client” - either a Macintosh or Windows system running the appropriate PMS client.

The data saved by the PMS client in tabular or “timesheet” form in a text file. Each column in the table is tab separated to allow for easy import into your favorite spreadsheet program.

Projects that do not contain any entries for the month being exported do not show up in the text file written by the PMS client. Data is presented in hours and fractions of hours; for example 90 minutes becomes 1.5 hours, 66 minutes becomes 1.1 hours. Times are rounded to the nearest 1/10 of an hour.

When importing into a spreadsheet, note that totals are simply numeric quantities - in other words, they’re not formulas so if you modify any of the project time counts in the table by hand, the totals won’t be updated.

Macintosh Desktop

The PMS client for Macintosh was tested using ClarisWorks version 3.0 to import the data on a 68040 Macintosh. The PMS Mac client is not Power Macintosh native.

Windows Desktop

The PMS client for Windows was tested using Microsoft Excel version 7.0 to import the data. The PMS Windows client is a 16-bit application and was tested under Windows 95.

Other Notes

Screen shots contained in this document are of PMS operating on a MessagePad running Newton 2.0 - there may be slight differences on MessagePads running Newton 1.3.

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